

## POLICE CAPTAIN

### NATURE OF WORK

This is responsible administrative and supervisory police work in the direction of an assigned team or unit in the Operations or Administrative Support divisions of the police department.

Work involves responsibility for planning, supervising and reviewing the activities of an assigned team or unit. Work also involves the enforcement of Federal and State laws and City ordinances. Work includes responsibility for making decisions regarding actions to be taken, and requires the exercise of considerable independent judgment in the interpretation of department rules and regulations as well as in the application of laws and ordinances. Employees of this class must apply advanced police skill and knowledge to the analysis of police problems and personnel management in the specialized areas of a large scale operation. General supervision is received and work reviewed by the Police Chief or an Assistant Police Chief through the review of written documents, personal conferences and observations.

### EXAMPLES OF WORK PERFORMED

Plans and supervises the activities of an assigned community-based team in the Operations Division; develops team policy in response to monitored activity; acts as a liaison between the department and assigned community area.

Plans and supervises the activities of the Community Services Unit; coordinates related grant activities; requests, allocates and tracks resources needed for Unit operations.

Plans and supervises the activities of the Criminal Investigations Unit; reviews criminal investigations in progress to determine status of cases; supervises at major crime scenes involving fatalities or other serious crimes; acts as a liaison between the department and the County Attorney.

Plans and supervises the activities of the Traffic Safety Unit; identifies areas needing selective traffic enforcement; acts as a liaison between the department and various traffic safety related government agencies and groups.

Serves as coordinator and supervising officer of the Lincoln/Lancaster County Narcotics Unit; coordinates all federal task force narcotics investigations; requests, allocates and tracks resources needed for unit operation.

Supervises the activities of the Information Management Unit; supervises the activities of the Service Desk and Court Transportation Unit; coordinates building maintenance; acts as a liaison between the department and the communication center.

Acts as Shift Commander of community-based teams; conducts briefings at the beginning of each shift; assigns follow-up investigations; supervises at critical incidents.

Plans and supervises the activities of the Personnel and Training Unit; coordinates recruit training, internal promotions, and department inservice training; acts as a liaison between department and the Nebraska Law Enforcement Training Center and the City/County Personnel office.

Plans and supervises the activities of the Management Services Unit; serves as the department budget officer; provides administrative assistance to the Chief of Police.

Prepares Unit inspections; manages departmental files; drafts general orders, policies and procedures concerning department management.

Prepares goals and objectives for assigned team or unit; prepares workload analysis; requests, allocates and tracks resources needed for assigned team or unit.

Evaluates subordinates formally on an annual basis and informally as needed; maintains the discipline process.

Prepares for and testifies in court when needed.

Performs related work as required.

#### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the rules and regulations of the department.

Thorough knowledge of the principles and practices of law enforcement.

Thorough knowledge of Federal and State laws and City Ordinances.

Thorough knowledge of the geography of the city.

Some knowledge of first-aid principles, methods and applications.

Ability to analyze a wide variety of problems and to assign and direct personnel in coordinated operations.

Ability to read and comprehend complex laws and ordinances.

Ability to plan, assign and supervise the work of subordinates.

Ability to communicate clearly and effectively both orally and in writing.

Ability to maintain effective working relationships with associates, co-workers, representatives of other organizations and with the general public.

Skill in the techniques required to accurately discharge firearms.

Skill in the techniques required to subdue violent and/or uncooperative persons.

Skill in the techniques required to carry or drag an average person away from danger.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from a four-year college or university with major coursework in Criminal Justice, Law, Public or Business Administration, Sociology or related field, and/or completion of a specialized law enforcement training program.

MINIMUM REQUIREMENTS

Graduation from a senior high school or equivalent, supplemented by college-level course work in Criminal Justice, Law, Public or Business Administration, Sociology, or related field, thorough experience in law enforcement, and considerable supervisory experience of a progressively more responsible nature, or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Candidates for positions in this class must meet such specific physical requirements as established by the city. Candidates must also possess and maintain a valid State of Nebraska driver's license.

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